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|  | **Section** | **Format** | **Example** |
| Books | Fiction | FIC **+**  First three letters of the author’s last name | FIC  SMI |
| Easy Fiction | E + First three letters of the author’s last name | E  RYL |
| Non-Fiction | Dewey Decimal Numbers + First three letters of the author’s last name | 602  ANT |
| Individual Biography | B + Subject’s last name (who the biography is about) | B  PARKS |
| Collective Biographies | 920 + First three letters of the author’s last name | 920  SUL |
| Reference | REF + Dewey Decimal Numbers + First three letters of the book title | REF  589  HAR |
| Professional Collection | PRO + Dewey Decimal Numbers + First three letters of the author’s last name | PRO  025.3  WEI |
| Easy Oversize Books | Oversize E + First three letters of the author’s last name | Oversize E GRO |
| Non-fiction Oversize | Oversize + Dewey Decimal Numbers + First three letters of the author’s last name | Oversize E 973.3 BOB |
| Kits | KIT + First three letters of the author’s last name | KIT 520 WHI |
| Audio Visual | Videocassette | VC + Dewey Decimal Numbers + First three letters of the title | VC  571.8  MAG |
| DVD | DVD + Dewey Decimal Numbers + First three letters of the title | DVD  372  SCH |

**Classification Prefixes**: Use the first line of the call number in the OPAC to help you locate an item on the specific collection shelf.

**Suffix**: If the two letters PB are located at the end of the call number, the item is paperback. Therefore, Easy Paperback books may be skinny and thereby harder to spot on the shelf.

PB = Paperback

**Sample Classification Location:**

E = Easy prefix indicates that this item will be located in the Easy (Picture Book) section.

CAR = First three letter of the author’s last name will be in alphabetical order on the shelf.

PB = Indicates that this item will be paperback so it may have a thin spine.